

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-84

OPEN TO: In-House Candidates Only **OPENING DATE:** June 7, 2011
POSITION: **Consular Investigations Assistant**, FSN-9; FP-5* **CLOSING DATE:** June 20, 2011
POSITION NO: N-30107
WORK HOURS: Full-time; 40 hours/week
*Not-Ordinarily Resident: US\$50,043 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)
*Ordinarily Resident: Rs.1,136,135 p.a. (Starting salary)
(Position Grade: FSN-9)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the Consular Investigations Assistant in the Consular Section.

BASIC FUNCTION OF POSITION:

Incumbent is supervised by the Consular Fraud Prevention Manager and is responsible for fraud investigations in the consular section and related areas as requested by Post, the Department, DHS (Department of Homeland Security) and other federal agencies. Incumbent supervises two Fraud Investigators, one Visa Assistant, and is the anti-fraud liaison with Consulates Karachi, Lahore and Peshawar. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** Minimum two years of progressively more responsible experience involving investigation work, such as with the military, law enforcement, insurance or other private investigation units is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking in English and Urdu is required. Must be able to draft reports in precise English. This may be tested.
- 4. KNOWLEDGE:** The incumbent requires thorough knowledge of USG laws, regulations, and policies related to the area of NIV, IV and ACS operations and comprehensive familiarity with local laws relating to adoption, marriage, divorce, adoption and legitimization. The incumbent must have a solid understanding of Pakistani policies relating to international travel.
- 5. ABILITIES & SKILLS:** The incumbent requires keyboard and data entry skills; basic mathematic skills to compile visa statistical and workload information; and the ability to use specialized consular (NIV, IV, ACS) software is required. This may be tested. Must be able to develop and maintain outside contacts at senior level.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at HROIslamabad@state.gov, through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only short listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 20, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.